

FUND TRANSFER REQUEST FORM

AGENCY	PUB. SAF. COMM.	ORGANIZATION	ADMIN	LEGISTAR FILE #			
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	10,000	RADIO SYSTEM REPLACEMENT	CPPUBSAF-58161	\$4,243,667	\$343,852	\$2,034,846	\$1,864,969
2							
3							
4							
5							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	10,000	SECURITY IMPROVEMENTS	CPPUBSAF-58542	\$20,000	\$0	\$0	\$20,000
2							
3							
4							
5							
EXPLANATION				APPROVALS			
Needed door locking improvements will cost more than originally estimated.					DATE	APPROVED	DENIED
				Oversight Committee			
				Controller			
				County Executive			
				Finance Committee			
Request should be entered into Legistar using the Fund Transfer file type and released into the fund transfer approval sequence. The Controller's Office will approve and refer the request as appropriate in Legistar and obtain the Controller and County Executive approvals. Departments should follow up with their oversight committee to ensure action is taken and recorded in Legistar.							